

**GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF CONSUMER AND REGULATORY AFFAIRS
BUILDING AND LAND REGULATION ADMINISTRATION
THIRD PARTY INSPECTION PROGRAM**

October 2002

PROCEDURE MANUAL

1. Introduction; Program Administrator
2. Assignment of Project; Revocation of Project Assignments
 - 2.1. Chain of Custody of Project Documents
 - 2.2. Access to the Inspection Agency
 - 2.3. Authority to Revoke Assignment
3. Scope of Services
 - 3.1. Minimum Scope of Full Certification
 - 3.2. Services to be provided by Inspection Agency
4. Exclusions From The Program
5. Deliverables
6. General Conditions of the Program
7. Statement of Qualifications of the Inspection Agency
8. General Requirements of the Inspection Agency
 - 8.1. Independence
 - 8.2. Responsibility for Disclaimer of Conflicts of Interest
 - 8.3. Statement of Independence
 - 8.4. Service Fee Structure
9. Processing of Certified Inspections by the Department
10. Responsibility for Payments to the Inspection Agency
 - 10.1 Payments under the Responsibility of the Department
11. Insurance Coverage

QUALIFICATIONS FOR CERTIFIED INSPECTORS

Construction
Mechanical
Electrical
Plumbing
Elevator
Fire Protection

FULL SCOPE OF INSPECTIONS

Construction
Mechanical
Electrical
Plumbing
Elevator
Fire Protection

APPENDIX A

Standard format letter of notification to DCRA of assignment of a project

APPENDIX B

Standard format notification to DCRA of official inspection agency's contacts for the project

APPENDIX C

Standard format inspection certification cover letter

APPENDIX D

Third party inspection certification form

APPENDIX E

Standard format certification of inspection completion

THIRD PARTY INSPECTION PROGRAM IMPLEMENTATION PROCEDURES

1. INTRODUCTION; PROGRAM ADMINISTRATOR

The Government of the District of Columbia, through its Department of Consumer and Regulatory Affairs (hereinafter the Department) is responsible for the inspection and approval of all construction projects in the District of Columbia. The Department hereby establishes a Third Party Inspection Program (hereinafter the Program) through which it will manage the provision of inspection services by any third party inspection agency (hereinafter the Inspection Agency) certified by the Department. The goal of the Program is to determine, on a case-by-case basis, compliance of a specifically identified construction project (hereinafter the Project) with applicable provisions of the District of Columbia Construction Codes, in particular the Building Code, and their referenced standards.

The Third Party Inspection Program is established under the authority of Section 113.2.1 of 12DCMR (1999), which states in relevant part:

113.2.1 Approved Inspection Agencies: The code official shall accept reports of third party approved inspection agencies on all field inspection disciplines under the Construction Codes, provided such agencies satisfy the requirements as to qualifications and reliability, set forth by the code official (...). The inspection report filed by the third party inspection agency shall be signed by the responsible officer of the agency in charge of the project. The code official shall approve the work inspected by the third party inspection agency, based on the agency's inspection reports, when the code official is satisfied that the reports indicate compliance with the requirements of the Construction Codes.

The Program is administered by the Administrator of Building and Land Regulation Administration (the Administrator), acting by and on behalf of the building official. Unless otherwise directed, the Inspection Agency shall address all correspondence to the Administrator of this Program to:

**Third Party Inspection Coordinator
Building and Land Regulation Administration
Department of Consumer and Regulatory Affairs
941 N Capitol Street, NE, Suite 2000
Washington, DC 20002**

This document (hereinafter the Procedure) establishes procedures and conditions for accredited third party inspection agencies to provide third party Inspections for and on behalf of the Department.

2. ASSIGNMENT OF PROJECT; REVOCATION OF PROJECT ASSIGNMENTS

Projects may be assigned to the Inspection Agency for inspection, under the Program, by one of the following two methods:

- Assigned by the Administrator, from time to time, for compliance inspection by the Inspection Agency, on an as-needed basis as determined by the Administrator.
- Assigned at the request and at the option of the Owner of the Project.

The Administrator shall issue to the Inspection Agency, upon request, a reasonable quantity of numbered "Approved" stickers for the discipline(s) the Inspection Agency is accredited to perform. The Administrator shall keep a record of the serial numbers of the stickers issued to Inspection Agencies so as to provide an audit trail. The Inspection Agency's Professional-in-charge is responsible for accounting to the Administrator for all the numbered stickers issued to the Agency by the Administrator. The agency shall keep a log, in hard copy and electronic format, of all the construction inspection stickers assigned to it, containing at a minimum the sticker number, the date of issuance, the address of the approved project, and the type of construction inspection for which each sticker has been used. The log shall be made available to the Administrator, in electronic format, upon request, and shall provide an audit trail. A hard copy of the log shall be submitted to the Administrator by the Inspection Agency, periodically and when applying for the issuance of additional numbered construction stickers.

2.1 CHAIN OF CUSTODY OF PROJECT DOCUMENTS

The Inspection Agency shall agree to exercise due diligence in the safekeeping of any project documents received from the Department and to promptly return them to the Administrator when requested to do so. The drawings, specifications, electronic files in all types of media, or other materials received by the Inspection Agency in connection with the performance of any work under the Program may be protected by copyright law and shall remain the property of the Department or other rightful owner. Copies retained by the Inspection Agency shall be utilized solely for the purpose of completing the Inspection Agency's work under the Program and not for any other purpose, in this or in any other project, and shall be returned to the Department upon completion of the Project. The Inspection Agency agrees to treat such materials as restricted information.

2.2 ACCESS TO THE INSPECTION AGENCY

The Inspection Agency shall be accessible to the Administrator or its representative, to the Owner and/or to the Owner's representative, during normal business hours, to provide updates and clarification of the results of its inspections, for the Project assigned by the Department and accepted by the Inspection Agency, unless the conditions of this acceptance specifically exclude access during normal business hours. The Inspection Agency shall provide complete inspection comments to the Owner and/or to the Owner's representative, within the deadlines agreed upon for each project. Where scheduling conflicts occur, the Inspection Agency shall cooperate with the Administrator and the Owner to resolve such conflicts so as to minimize adverse consequences to the applicant.

2.3. AUTHORITY TO REVOKE ASSIGNMENT

The Administrator reserves the right to recall any project assigned by the Department to the Inspection Agency at any time and for any reason. The Administrator reserves the right to recall any project assigned by the Owner to the Inspection Agency if it deems that there is lack of performance or significant material violation of the provisions of this Procedure on the part of the Inspection Agency.

3. SCOPE OF SERVICES

Pursuant to the conditions of this Procedure, the Inspection Agency shall provide, for each assigned project, the services listed in Section 3.2, to and/or on behalf of the Department:

3.1. MINIMUM SCOPE OF FULL CERTIFICATION

The complete construction inspection certification of a Project shall comprise all of the types and phases of inspection contained in the appended Full Scope of Construction Inspections list defined by the Administrator, as amended from time to time. The types and phases of inspection contained in the list shall be included in the certification, to the extent that they may be relevant to the scope of work of the construction Project.

3.2 SERVICES TO BE PROVIDED BY INSPECTION AGENCY

- a. Review approved building permit application and plans, part of the Department's official records, to become familiarized with the project and to identify the scope of work to be inspected.
- b. Inspect, for compliance with the Building and Construction codes and associated relevant standards, the structures, other construction, systems and features constructed or installed in the project and listed in "Full Scope of Inspections," as applicable for the specific project. The items to be inspected may include one or more of the listed items, as determined by the scope of construction of the Project.

NOTE 1: Inspections shall be made based on all applicable codes and standards, and approved documents containing information relevant to the discipline covered by this Procedure, as assigned by the Administrator, including but not limited to the following:

- Architectural Construction Plans
- Electrical Engineering Construction Plans
- Fire Protection Engineering Construction Plans
- Mechanical Engineering Construction Plans
- Plumbing Engineering Construction Plans
- Structural Engineering Construction Plans
- Surveyor's Wall Location Survey
- Concrete, Steel Inspection Reports
- Concrete Test Reports
- Structural Shop Drawings
- Project Specifications of relevant disciplines
- Manufacturer's installation instructions

NOTE 2: Inclusion in the list of documents relevant to the scope of the services, of other special purpose documents that may be pertinent to systems or construction that are infrequently encountered, shall be determined by the Administrator on a case-by-case basis. In performing the inspection tasks, the Inspection Agency shall check the installations for compliance with the relevant applicable codes and standards, as defined by the Administrator for the Program, and for consistency with any inspection guidelines provided by the Administrator.

c. Produce, for each inspection, a list of non-complying items (the Inspection Punch List) that will require corrections of the installation as a pre-requisite to the approval of the installation. For each cited non-compliance, the list shall cite the relevant code section(s), the nature of the deficiency, the location where the deficiency occurs and a brief synopsis of the requirement to be met.

d. Forward copies of the Inspection Punch List to the Administrator or the recipient(s) designated by the Administrator, to the applicant and to the applicant's designated recipient(s).

e. Communicate with the applicant, the applicant's contractor(s) and designer(s) of record or their designated representatives, as necessary, to clarify the requested corrections to accomplish code compliance.

f. Forward copy of such communications to the Administrator or the recipient(s) designated by the Administrator, within ten (10) working days of issuance of such correspondence.

g. Communicate with the Applicant and the Administrator, to refer, for resolution, any issues on which difficulties may arise on achieving compliance, after attempting to resolve them with the Applicant's subcontractor(s) or project team. Document such cases and forward copies to the Applicant and the Administrator within five (5) working days of the communication.

h. Communicate with the Applicant, the Applicant's contractor(s), the designer(s) of record or their designated representatives, by letter, phone, fax, electronic mail or other necessary means, to advise them of the acceptability of proposed solutions to alter the installation to come into compliance with the applicable codes and standards. Provide the Administrator or the recipient(s) designated by the Administrator with copies of any correspondence, by letter, fax, electronic mail or any other means, relative to the inspection of the Project, within ten (10) working days of issuance of such correspondence.

i. Certify each completed phase and type of inspection that is part of the scope of inspections, following procedures established by the Administrator, within ten (10) working days of conclusion of the corresponding inspection.

j. Certify the inspected Project in writing, attesting that, in the professional opinion of the Inspection Agency's Professional-in-charge, the construction and installations have been checked for conformance with the relevant codes and standards and are deemed to be code complying.

4. EXCLUSIONS FROM THE PROGRAM

The following activities or parts of the Project are explicitly excluded from the scope of work of this Program:

- Granting of modifications or variances from any provision of the D.C. Construction Codes, orally or in writing
- Approval of installations in vaults and other projections in public space, without written documentation of such approval by the Department

- Site work where jurisdictional authority lies with agencies other than the Department
- Work subject to inspection and approval by the Historic Preservation Division of the Office of Planning

5. DELIVERABLES

The Inspection Agency shall deliver the following materials and services to the Department and to the recipient(s) designated by the Administrator:

- a. A list of the non-conforming items (the Inspection Punch List) that need to be changed, altered, added on, or corrected, in order to bring the installation into compliance. The Inspection Punch List shall be in the format defined by the Administrator. As a minimum, the punch list shall specify:
 - Inspection Agency's name and address;
 - Name and contact of the Professional-in-charge
 - Project address;
 - Permit number(s);
 - Type of inspection performed;
 - List of items found to be non-conforming by the inspection;
 - Result of the inspection;
 - Whether the Project is substantially completed;
- b. Copies of any and all minutes of meetings with the applicant and consultations with the contractors, designers of record or their designated representatives, produced as a part of the performance of duties under this Procedure. These copies shall be provided to the Administrator within five (5) working days of the issuance of the minutes.
- c. Copies of any and all correspondence, memoranda of meetings or phone conversations, facsimiles, or other messages between the Inspection Agency and the applicant, produced as a part of the performance of duties under this Procedure. These copies must be forwarded weekly to the Administrator or to the recipient(s) designated by the Administrator.
- d. An Inspection Certificate for each inspection type or phase, attesting that, in the professional opinion of the Inspection Agency's Professional-in-charge, (a) the project passed the particular inspection performed and such inspection is recommended for "Approval" or (b) the applicant failed to make, in a timely fashion, the necessary corrections to the installation and the particular inspection is recommended for "Disapproval." This certification shall be made in a format defined by the Administrator and shall be sealed and signed by the Professional-in-charge of the third party inspection of the Project. As a minimum, each Inspection Certificate shall specify:
 - Inspection Agency's name and address;
 - Name and contact of the Professional-in-charge
 - Project address;
 - Permit number(s);
 - Inspection discipline being certified;
 - Type of inspection being certified;
 - List of items found to be non-conforming by the inspection;

- Phase of the Project if partial inspection;
- Result of the inspection.

e. Certification of Inspection Completion attesting that, in the professional opinion of the Inspection Agency's Professional-in-charge, (a) the project is code complying and is recommended for "Approval" or (b) the applicant failed to make, in a timely fashion, the necessary corrections to the installation and the project inspection is recommended for "Disapproval." This certification shall be made in a format defined by the Administrator and shall be sealed and signed by the Professional-in-charge of the third party inspection of the Project. As a minimum, the certification shall specify:

- Inspection Agency's name and address;
- Name and contact of the Professional-in-charge responsible for the inspection;
- Project address;
- Permit number(s);
- Professional-in-charge is issuing a Certification of Inspection Completion;
- Inspection discipline being certified;
- Result of the inspection;
- Project is deemed complete, if applicable.

Whenever the Department is responsible for payment to the Inspection Agency, the aforementioned deliverables must be received by the Administrator before payment for the corresponding portion of the inspection of the Project can be processed by the Department.

6. GENERAL CONDITIONS OF THE PROGRAM.

The Inspection Agency shall exercise due diligence in the discharge of the duties assigned to the Inspection Agency under this Program and shall refrain from any arbitrary or capricious action that would unduly penalize or benefit the applicant whose project is under inspection. The Inspection Agency shall abide by the highest ethical standards in the discharge of duties under this Program. The Inspection Agency acknowledges that any abuse of the authority conferred to the Inspection Agency by the Department, under the terms of the Program, may be punishable by law.

The Inspection Agency shall submit a statement of qualifications and a list of the personnel who will be performing duties under this Procedure. By accepting to perform code compliance inspection duties under this Procedure, the Inspection Agency acknowledges that it is in compliance with all of its conditions and attests that the personnel involved under the Program is qualified as defined hereafter.

The performance of services required herein shall not relieve the Inspection Agency from the obligation to correct any defective inspection work, whether previously or subsequently discovered, and all incomplete, inaccurate or defective work shall be remedied by the Inspection Agency on demand and without cost to the Department.

The decisions of the Administrator in the implementation of the Procedure will be final, subject only to the normal appeals procedures established by regulation or statute, to appeal decisions of the code official under 12 DCMR.

7. STATEMENT OF QUALIFICATIONS OF THE INSPECTION AGENCY

To become certified under the Program, the Inspection Agency shall submit a Statement of Qualifications to the Department. The Statement of Qualifications shall include the information defined by the Administrator. The Inspection Agency applying for certification shall also provide a notarized sworn affidavit containing a Statement of Independence, as defined in Section 8.3 of this Procedure.

8. GENERAL REQUIREMENTS OF THE INSPECTION AGENCY

8.1. INDEPENDENCE

In order to qualify to work as a third party inspection agent in any project under the jurisdiction of the District of Columbia, the Inspection Agency shall not be owned or controlled by the Owner of the Project, the General Contractor, the Subcontractors or any person or entity responsible for the construction or management of the Project, the registered design professionals of the Project or their firms, or any other party or entity with an ownership interest in the Project. The Inspection Agency shall not have served or serve, on the same project, as an advisor or consultant to the Owner or the design team in connection with code matters for which the Inspection Agency is providing third party inspection and certification services, while at the same time providing those consulting services.

8.2. RESPONSIBILITY FOR DISCLAIMER OF CONFLICTS OF INTEREST

It shall be the responsibility of the registered Professional-in-charge, for the duration of the Project, to disclaim any potential conflicts of interest that may arise at any time, between the Inspection Agency and the Project or parties connected to the Project.

The Inspection Agency shall not enter into the third party inspection of a Project where it determines that there may be a conflict with the independence criteria specified in Section 8.1 for said Project. The Inspection Agency shall bring to the attention of the Administrator, for resolution, cases of doubtful interpretation. The Administrator may refer such cases to the Corporation Counsel or the Ethics Advisor of the Department, for advice. Disputes on matters of independence shall be resolved by the Administrator and the decision of the Administrator shall be final.

8.3. STATEMENT OF INDEPENDENCE

The Inspection Agency applying for certification shall provide a notarized sworn affidavit to the Administrator, signed by an authorized representative of the Inspection Agency, attesting that the Inspection Agency, its inspectors, and the Professional(s)-in-charge of the third party inspection or inspection duties will remain independent of conflict of interest as defined in this section.

8.4. SERVICE FEE STRUCTURE

The compensation (fees and costs) paid to the Inspection Agency for its inspection services under the program with respect to a Project shall not be contingent upon or affected in any way by the conclusions reached by the Inspection Agency or the contents of the Deliverables described in Section 5 hereof.

9. PROCESSING OF CERTIFIED INSPECTIONS BY THE DEPARTMENT

The Administrator, or the Administrator's designee, shall implement the necessary mechanisms to process third party inspection results expeditiously and shall make all the delegations of authority and assignment of duties the Administrator, or the Administrator's designee deems necessary for the success of the Program.

Upon receipt by the Department of the certification of APPROVAL of the inspection by the Inspection Agency, the Administrator's designee in charge of the respective inspection branch shall cause the following actions to take place within the specified time frames:

| <i>STEP#</i> | DEPARTMENT'S ACTIONS | <i>APPROVAL</i> | <i>DISAPPROVAL</i> | TIMEFRAMES |
|---------------------|---|------------------------|---------------------------|---|
| 1 | Administrative review of the certification documents for completeness and accuracy | ✓ | ✓ | Within two (2) business days of reception of the certificate |
| 2 | Update the Department's records to reflect inspection approval | ✓ | | Within three (3) business days of the inspection approval |

The third party inspection Certifications issued by the Inspection Agency shall be made a part of the Department's records for the Project and shall be kept for as long as the Department's retention schedule stipulates for inspection records.

10. RESPONSIBILITY FOR PAYMENTS TO THE INSPECTION AGENCY

All fees and costs related to the performance of third party inspection initiated at the option of the Owner, shall be borne by the Owner and paid directly by the Owner to the Inspection Agency. The Owner shall not be entitled to a refund of any portion of the permit fee, for the third party inspection assigned and paid by the Owner directly to the Inspection Agency, when those inspections are assigned at the option of the Owner.

The Department is not responsible for payment to the Inspection Agency for inspections performed under this Procedure, except as provided for in section 10.1 of the Procedure.

10.1 Payments under the Responsibility of the Department

When the Department, of its own initiative, requests third party inspection, the Department is responsible for payment to the Inspection Agency. For inspections performed under this Program and requested by the Department, the following rules shall apply:

- The conditions of each project assigned by the Department, including but not limited to number of allocated hours and deadlines for the deliverables, shall be agreed upon by the Inspection Agency and the Department prior to awarding of any project to the Inspection Agency. Acceptance of the assigned Project by the Inspection Agency is deemed to be acceptance of the deliverable deadline(s) and of the maximum number of hours assigned to the Project.

- For the purpose of this Procedure, “normal business hours” shall mean from 8:15 a.m. to 4:45 p.m., Monday through Friday. Inspections assigned by the Department are intended to occur with access to the Inspection Agency’s inspectors during normal business hours.

- Payments to the Inspection Agency for inspections assigned by the Department shall be the responsibility of the Department and the corresponding costs to the Department are defrayed by the pertinent portion of the permit fees collected from the applicant.

- Whenever the Department is responsible for payment to the Inspection Agency, the deliverables listed in Section 5 of this Procedure must be received by the Administrator before payment for the corresponding portion of the inspection of the Project can be processed by the Department.

- Payments shall be made by the Department after submission by the Inspection Agency of the invoice(s) relative to the completed work on the assigned project(s) and the Administrator’s certification of completeness of the deliverables of the project(s). Invoices shall be submitted monthly to the Administrator and shall contain, as a minimum:

- Inspection Agency’s name and address;
 - Project address;
 - Permit number(s);
 - Pertinent partial inspections or phases of the Project that are completed;
 - Percentage of completion of the Project if it is only partially completed;
 - Number of hours invoiced with that invoice;
 - Accumulated number of hours worked by the Inspection Agency in the Project;
 - Original signature of the Inspection Agency’s authorized representative;

- Name, phone number and/or e-mail contact of the Inspection Agency's authorized representative.

11. Insurance Coverage

The following are the insurance conditions for Third Party Inspection Agencies required by the Department of Consumer and Regulatory Affairs:

- Minimum Errors and Omissions Coverage for each occurrence \$1,000,000, with the District of Columbia listed as additional insured. The insurance shall be cancelable only after thirty (30) days notice to the Department of Consumer and Regulatory Affairs, by certified mail with return receipt, addressed to:

Third Party Inspection Coordinator
Building and Land Regulation Administration
941 North Capitol Street, NE, Suite 2000
Washington, DC 20002

QUALIFICATIONS FOR CONSTRUCTION INSPECTORS

1. INSPECTION AGENCY QUALIFICATIONS

Before an Inspection Agency is allowed to perform inspection duties under this Procedure, it shall provide the Administrator with documented evidence that it complies with the minimum requirements set forth hereafter. The Inspection Agency shall have a qualified Professional-in-charge and sufficient qualified inspectors in the inspection discipline, as established in the subsequent sections.

2. QUALIFICATIONS OF THE PROFESSIONAL-IN-CHARGE

Minimum qualifications for the engineer(s) or architect(s) serving as Professional-in-charge of the certification of any part of the Project, under this Program, shall be as specified in the subsection that follows.

2.1. CONSTRUCTION PROFESSIONAL-IN-CHARGE

The Registered Professional-in-Charge of the Project employed by the Inspection Agency, responsible for overseeing the performance of Construction inspection duties under this Procedure and certifying the inspection, shall demonstrate possession of any of the four (4) combinations of knowledge, certification and experience listed in the following table:

| CONSTRUCTION PROFESSIONAL-IN-CHARGE QUALIFICATION CRITERIA | COMBINATION 1 | COMBINATION 2 | COMBINATION 3 | COMBINATION 4 |
|---|----------------------|----------------------|----------------------|----------------------|
| Demonstrated knowledge of the sections of the D.C. Construction Codes pertinent to building structures and other construction features, including its administrative provisions, in particular the Building Code | ✓ | ✓ | ✓ | ✓ |
| Current registration in the District of Columbia as a Professional Engineer | ✓ | | | |
| Current registration in the District of Columbia as an Architect | | ✓ | | |
| Documented minimum experience of three (3) years in the field of building design and/or construction, civil or structural engineering or construction project design and/or construction management, in a responsible capacity | ✓ | ✓ | | |
| Current NCPCCI certification as Building Inspector | | | ✓ | ✓ |
| | | | | |

| CONSTRUCTION PROFESSIONAL-IN-CHARGE QUALIFICATION CRITERIA | COMBINATION 1 | COMBINATION 2 | COMBINATION 3 | COMBINATION 4 |
|---|----------------------|----------------------|----------------------|----------------------|
| Minimum of ten (10) years of documented experience in code compliance building inspection in a jurisdiction using any of the national model codes | | | ✓ | |
| Documented minimum experience of six (6) years in code compliance building inspection, in a position of responsible charge, in a jurisdiction using any of the national model codes | | | ✓ | |
| Minimum of ten (10) years of documented experience in commercial building construction in the areas of concrete, masonry, wood or steel structures | | | | ✓ |
| Documented minimum experience of six (6) years in the field of construction management, in a position of responsible charge at least equivalent to that of a construction foreman or of a D.C. licensed master tradesperson | | | | ✓ |

3. INSPECTOR QUALIFICATIONS

Minimum qualifications for inspectors engaged under this Program shall be as specified in the subsection that follows. Inspectors performing duties under this Procedure, whether employees or subcontractors of the Inspection Agency, shall perform the inspections under the direct supervision of the registered Professional-in-charge.

3.1 CONSTRUCTION INSPECTOR

Any employee or subcontractor of the Inspection Agency performing Construction inspection duties under this Procedure shall demonstrate possession of any of the four (4) combinations of knowledge, certification and experience listed in the following table:

| CONSTRUCTION INSPECTOR QUALIFICATION CRITERIA | <i>COMBINATION 1</i> | <i>COMBINATION 2</i> | <i>COMBINATION 3</i> | <i>COMBINATION 4</i> |
|--|-----------------------------|-----------------------------|-----------------------------|-----------------------------|
| Demonstrated knowledge of the D.C. Building Code and other sections of the D.C. Construction Codes pertinent to the construction and systems under inspection, including its administrative provisions | ✓ | ✓ | ✓ | ✓ |
| Certified NCPCCI Building Inspector | ✓ | | | |
| Minimum of (2) years of documented experience in code compliance building inspection in a jurisdiction using any of the national model codes | ✓ | | | |
| Minimum of four (4) years of documented experience in code compliance building inspection in a jurisdiction using any of the national model codes | | ✓ | | |
| Minimum of three (3) years of documented experience in design of structural and/or other building systems under the direction of a registered professional engineer | | | ✓ | |
| Minimum of two (2) years of documented experience in design of structural and/or other building systems at the level of engineer-in-training (EIT) or higher | | | | ✓ |

MECHANICAL INSPECTOR QUALIFICATIONS

1. INSPECTION AGENCY QUALIFICATIONS

Before an Inspection Agency is allowed to perform inspection duties under this Procedure, it shall provide the Administrator with documented evidence that it complies with the minimum requirements set forth hereafter. The Inspection Agency shall have a qualified Professional-in-charge and sufficient qualified inspectors in the inspection discipline, as established in the subsequent sections.

2. QUALIFICATIONS OF THE PROFESSIONAL-IN-CHARGE

Minimum qualifications for the engineer(s) or architect(s) serving as Professional-in-charge of the certification of any part of the Project, under this Program, shall be as specified in the subsection that follows.

2.1. MECHANICAL PROFESSIONAL-IN-CHARGE

The Registered Professional-in-Charge of the Project employed by the Inspection Agency, responsible for overseeing the performance of Mechanical inspection duties under this Procedure and certifying the inspection, shall demonstrate possession of any of the two (2) combinations of knowledge, certification and experience listed in the following table:

| MECHANICAL PROFESSIONAL-IN-CHARGE QUALIFICATION CRITERIA | COMBINATION 1 | COMBINATION 2 |
|--|----------------------|----------------------|
| Demonstrated knowledge of the sections of the D.C. Construction Codes pertinent to mechanical systems, including its administrative provisions, and the Mechanical Code | ✓ | ✓ |
| Current registration in the District of Columbia as a Professional Engineer | ✓ | |
| Current registration in the District of Columbia as an Architect | | ✓ |
| Documented minimum experience of three (3) years in the field of mechanical engineering or mechanical systems design and layout. | ✓ | ✓ |

3. INSPECTOR QUALIFICATIONS

Inspectors performing duties under this Procedure, whether employees or subcontractors of the Inspection Agency, shall perform the inspections under the direct supervision of the registered Professional-in-charge.

3.1 MECHANICAL INSPECTOR

Any employee or subcontractor of the Inspection Agency performing Mechanical inspection duties under this Procedure shall demonstrate possession of any of the four (4) combinations of knowledge, certification and experience listed in the following table:

| MECHANICAL INSPECTOR QUALIFICATION CRITERIA | COMBINATION 1 | COMBINATION 2 | COMBINATION 3 | COMBINATION 4 |
|---|----------------------|----------------------|----------------------|----------------------|
| Demonstrated knowledge of the D.C. Mechanical Code and other sections of the D.C. Construction Codes pertinent to the systems and fixtures under inspection, including its administrative provisions | ✓ | ✓ | ✓ | ✓ |
| Certified NCPCCI Mechanical Inspector | ✓ | | | |
| Minimum of (2) years of documented experience in code compliance inspection of mechanical systems in a jurisdiction using any of the national model codes | ✓ | | | |
| Minimum of four (4) years of documented experience in code compliance inspection of mechanical systems in a jurisdiction using any of the national model codes | | ✓ | | |
| Minimum of three (3) years of documented experience in design of mechanical systems under the direction of a registered professional engineer | | | ✓ | |
| Minimum of two (2) years of documented experience in design of mechanical systems at the level of engineer-in-training (EIT) or higher | | | | ✓ |

ELECTRICAL INSPECTOR QUALIFICATIONS

1. INSPECTION AGENCY QUALIFICATIONS

Before an Inspection Agency is allowed to perform inspection duties under this Procedure, it shall provide the Administrator with documented evidence that it complies with the minimum requirements set forth hereafter. The Inspection Agency shall have a qualified Professional-in-charge and sufficient qualified inspectors in the inspection discipline, as established in the subsequent sections.

2. QUALIFICATIONS OF THE PROFESSIONAL-IN-CHARGE

Minimum qualifications for the engineer(s) or architect(s) serving as Professional-in-charge of the certification of any part of the Project, under this Program, shall be as specified in the subsection that follows.

2.1. ELECTRICAL PROFESSIONAL-IN-CHARGE

The Registered Professional-in-Charge of the Project employed by the Inspection Agency, responsible for overseeing the performance of electrical inspection duties under this Procedure and certifying the inspection, shall demonstrate possession of any of the two (2) combinations of knowledge, certification and experience listed in the following table:

| ELECTRICAL PROFESSIONAL-IN-CHARGE QUALIFICATION CRITERIA | COMBINATION 1 | COMBINATION 2 |
|---|----------------------|----------------------|
| Demonstrated knowledge of the sections of the D.C. Construction Codes pertinent to electrical systems, including its administrative provisions and the Electrical Code | ✓ | ✓ |
| Current registration in the District of Columbia as an Architect | | ✓ |
| Documented minimum experience of three (3) years in the field of Electrical engineering design or construction, in a position of responsible charge | ✓ | ✓ |

3. INSPECTOR QUALIFICATIONS

Minimum qualifications for inspectors engaged under this Program shall be as specified in the subsection that follows. Inspectors performing duties under this Procedure, whether employees or subcontractors of the Inspection Agency, shall perform the inspections under the direct supervision of the registered Professional-in-charge.

3.1. ELECTRICAL INSPECTOR

Any employee or subcontractor of the Inspection Agency performing electrical inspection duties under this Procedure shall demonstrate possession of any of the five (5) combinations of knowledge, certification and experience listed in the following table:

| ELECTRICAL INSPECTOR QUALIFICATION CRITERIA | COMBINATION 1 | COMBINATION 2 | COMBINATION 3 | COMBINATION 4 | COMBINATION 5 |
|--|----------------------|----------------------|----------------------|----------------------|----------------------|
| Demonstrated knowledge of the D.C. Building Code and other sections of the D.C. Construction Codes and NFPA Standards pertinent to the systems and devices under inspection, including its administrative provisions | ✓ | ✓ | ✓ | ✓ | ✓ |
| Certified NCPCCI Electrical Inspector | ✓ | | | | |
| Minimum of (2) years of documented experience in code compliance inspection of electrical systems in a jurisdiction using any of the national model codes | ✓ | | | | |
| Minimum of four (4) years of documented experience in code compliance inspection of electrical systems in a jurisdiction using any of the national model codes | | ✓ | | | |
| Minimum of three (3) years of documented experience in design of electrical systems under the direction of a registered professional engineer | | | ✓ | | |
| Minimum of two (2) years of documented experience in design of electrical systems at the level of engineer-in-training (EIT) or higher | | | | ✓ | |
| Licensed Master Electrician under the laws of the District of Columbia or of any state in the U.S. | | | | | ✓ |

PLUMBING INSPECTOR QUALIFICATIONS

1. INSPECTION AGENCY QUALIFICATIONS

Before an Inspection Agency is allowed to perform inspection duties under this Procedure, it shall provide the Administrator with documented evidence that it complies with the minimum requirements set forth hereafter. The Inspection Agency shall have a qualified Professional-in-charge and sufficient qualified inspectors in the inspection discipline, as established in the subsequent sections.

2. QUALIFICATIONS OF THE PROFESSIONAL-IN-CHARGE.

Minimum qualifications for the engineer(s) or architect(s) serving as Professional-in-charge of the certification of any part of the Project, under this Program, shall be as specified in the subsection that follows.

2.1. PLUMBING PROFESSIONAL-IN-CHARGE

The Registered Professional-in-Charge of the Project employed by the Inspection Agency, responsible for overseeing the performance of plumbing inspection duties under this Procedure and certifying the inspection, shall demonstrate possession of any of the three (3) combinations of knowledge, certification and experience listed in the following table:

| PLUMBING PROFESSIONAL-IN-CHARGE QUALIFICATION CRITERIA | COMBINATION 1 | COMBINATION 2 | COMBINATION 3 |
|---|----------------------|----------------------|----------------------|
| Demonstrated knowledge of the sections of the D.C. Construction Codes pertinent to plumbing systems, including its administrative provisions and the Plumbing Code | ✓ | ✓ | ✓ |
| Current registration in the District of Columbia as a Professional Engineer | ✓ | | |
| Current registration in the District of Columbia as an Architect | | ✓ | |
| Documented minimum experience of three (3) years in the field of mechanical and/or plumbing engineering, in a position of responsible charge | ✓ | ✓ | |
| Current master's license in the District of Columbia, as a Licensed Master Plumber | | | ✓ |
| Documented minimum experience of ten (10) years in the field of plumbing installations, in a position of responsible | | | |

| PLUMBING PROFESSIONAL-IN-CHARGE QUALIFICATION CRITERIA | COMBINATION 1 | COMBINATION 2 | COMBINATION 3 |
|--|----------------------|----------------------|----------------------|
| charge at least equivalent to that of a D.C. licensed master plumber | | | ✓ |

3. INSPECTOR QUALIFICATIONS

Minimum qualifications for inspectors engaged under this Program shall be as specified in the subsection that follows. Inspectors performing duties under this Procedure, whether employees or subcontractors of the Inspection Agency, shall perform the inspections under the direct supervision of the registered Professional-in-charge.

3.1. PLUMBING INSPECTOR

Any employee or subcontractor of the Inspection Agency performing plumbing inspection duties under this Procedure shall demonstrate possession of any of the six (6) combinations of knowledge, certification and experience listed in the following table:

| PLUMBING INSPECTOR QUALIFICATION CRITERIA | COMBINATION 1 | COMBINATION 2 | COMBINATION 3 | COMBINATION 4 | COMBINATION 5 | COMBINATION 6 |
|--|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| Demonstrated knowledge of the D.C. Plumbing Code and other sections of the D.C. Construction Codes pertinent to the systems and fixtures under inspection, including its administrative provisions | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| Master plumber licensed in the District of Columbia | ✓ | | | | | |
| Journeyman Plumber licensed in the District of Columbia | | ✓ | | | | |
| Minimum of (5) years of documented experience in | | ✓ | | | | |

| PLUMBING INSPECTOR QUALIFICATION CRITERIA | COMBINATION 1 | COMBINATION 2 | COMBINATION 3 | COMBINATION 4 | COMBINATION 5 | COMBINATION 6 |
|--|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| installation of plumbing systems under the direction of a licensed master plumber | | | | | | |
| Certified NCPCCI Plumbing Inspector | | | ✓ | | | |
| Minimum of (2) years of documented experience in code compliance inspection of plumbing systems in a jurisdiction using any of the national model codes | | | ✓ | | | |
| Minimum of four (4) years of documented experience in code compliance inspection of plumbing systems in a jurisdiction using any of the national model codes | | | | ✓ | | |
| Minimum of three (3) years of documented experience in design of plumbing systems under the direction of a registered professional engineer | | | | | ✓ | |
| Minimum of two (2) years of documented experience in design of plumbing systems at the level of engineer-in-training (EIT) or higher | | | | | | ✓ |

ELEVATOR INSPECTOR QUALIFICATIONS

1. INSPECTION AGENCY QUALIFICATIONS

Before an Inspection Agency is allowed to perform inspection duties under this Procedure, it shall provide the Administrator with documented evidence that it complies with the minimum requirements set forth hereafter. The Inspection Agency shall have a qualified Professional-in-charge and sufficient qualified inspectors in the inspection discipline, as established in the subsequent sections.

2. QUALIFICATIONS OF THE PROFESSIONAL-IN-CHARGE

Minimum qualifications for the engineer(s) or architect(s) serving as Professional-in-charge of the certification of any part of the Project, under this Program, shall be as specified in the subsection that follows.

2.1. ELEVATOR PROFESSIONAL-IN-CHARGE

The Registered Professional-in-Charge of the Project employed by the Inspection Agency, responsible for overseeing the performance of elevator inspection duties under this Procedure and certifying the inspection, shall demonstrate possession of any of the three (3) combinations of knowledge, certification and experience listed in the following table:

| ELEVATOR PROFESSIONAL-IN-CHARGE QUALIFICATION CRITERIA | COMBINATION 1 | COMBINATION 2 | COMBINATION 3 |
|--|----------------------|----------------------|----------------------|
| Demonstrated knowledge of the sections of the D.C. Construction Codes pertinent to elevators, including its administrative provisions, and the Elevator Code | ✓ | ✓ | ✓ |
| Current registration in the District of Columbia as a Professional Engineer | ✓ | | |
| Current registration in the District of Columbia as an Architect | | ✓ | |
| Documented minimum experience of three (3) years in the field of design or construction management involving the installation or rehabilitation of elevators, in a position of responsible charge | ✓ | ✓ | |
| Current national certification by NAESA, or other certification body accredited by ASME, as a Certified Elevator Safety Inspector | | | ✓ |
| Documented minimum experience of ten (10) years in the field of elevator installations and/or maintenance, in a position of responsible charge at least equivalent to that of a | | | ✓ |

| ELEVATOR PROFESSIONAL-IN-CHARGE QUALIFICATION CRITERIA | COMBINATION 1 | COMBINATION 2 | COMBINATION 3 |
|---|----------------------|----------------------|----------------------|
| D.C. licensed master tradesperson | | | |

3. INSPECTOR QUALIFICATIONS

Minimum qualifications for inspectors engaged under this Program shall be as specified in the subsection that follows. Inspectors performing duties under this Procedure, whether employees or subcontractors of the Inspection Agency, shall perform the inspections under the direct supervision of the registered Professional-in-charge.

3.1 ELEVATOR INSPECTOR

Any employee or subcontractor of the Inspection Agency performing elevator inspection duties under this Procedure shall qualify as an Elevator Professional-in-charge, as defined under section 10.1, or demonstrate possession of any of the five (5) combinations of knowledge, certification and experience listed in the following table:

| ELEVATOR INSPECTOR QUALIFICATION CRITERIA | COMBINATION 1 | COMBINATION 2 | COMBINATION 3 | COMBINATION 4 | COMBINATION 5 |
|--|----------------------|----------------------|----------------------|----------------------|----------------------|
| Demonstrated knowledge of the Elevator Code and other sections of the D.C. Construction Codes pertinent to the systems and equipment under inspection, including its administrative provisions | ✓ | ✓ | ✓ | ✓ | ✓ |
| Current national certification by NAESA, or other certification body accredited by ASME, as a Certified Elevator Safety Inspector | ✓ | | | | |
| Minimum of (5) years of documented experience in installation and/or maintenance of elevators for a major elevator contractor or under the direction of a nationally Certified Elevator Safety Inspector | | ✓ | | | |
| Minimum of four (4) years of documented experience in code | | | ✓ | | |

| ELEVATOR INSPECTOR QUALIFICATION CRITERIA | <i>COMBINATION 1</i> | <i>COMBINATION 2</i> | <i>COMBINATION 3</i> | <i>COMBINATION 4</i> | <i>COMBINATION 5</i> |
|---|-----------------------------|-----------------------------|-----------------------------|-----------------------------|-----------------------------|
| compliance inspection of elevators in a jurisdiction using any of the national model codes | | | | | |
| Minimum of five (5) years of documented experience in design of elevators under the direction of a registered professional engineer | | | | ✓ | |
| Minimum of three (3) years of documented experience in design of elevators at the level of engineer-in-training (EIT) or higher | | | | | ✓ |

FIRE PROTECTION INSPECTOR QUALIFICATIONS

1. INSPECTION AGENCY QUALIFICATIONS

Before an Inspection Agency is allowed to perform inspection duties under this Procedure, it shall provide the Administrator with documented evidence that it complies with the minimum requirements set forth hereafter. The Inspection Agency shall have a qualified Professional-in-charge and sufficient qualified inspectors in the inspection discipline, as established in the subsequent sections.

2. QUALIFICATIONS OF THE PROFESSIONAL-IN-CHARGE

Minimum qualifications for the engineer(s) or architect(s) serving as Professional-in-charge of the certification of any part of the Project, under this Program, shall be as specified in the subsection that follows.

2.1. FIRE PROTECTION PROFESSIONAL-IN-CHARGE

The Registered Professional-in-Charge of the Project employed by the Inspection Agency, responsible for overseeing the performance of Fire Protection inspection duties under this Procedure and certifying the inspection, shall demonstrate possession of any of the two combinations of knowledge, certification and experience listed in the following table:

| FIRE PROTECTION PROFESSIONAL-IN-CHARGE QUALIFICATION CRITERIA | COMBINATION 1 | COMBINATION 2 |
|--|----------------------|----------------------|
| Demonstrated knowledge of the sections of the D.C. Construction Codes pertinent to Fire Protection systems, including its administrative provisions | ✓ | ✓ |
| Current registration in the District of Columbia as a Professional Engineer | ✓ | |
| Current registration in the District of Columbia as an Architect | | ✓ |
| Documented minimum experience of three (3) years in the field of Fire Protection engineering, in a position of responsible charge | ✓ | ✓ |

3. INSPECTOR QUALIFICATIONS

Minimum qualifications for inspectors engaged under this Program shall be as specified in the subsection that follows. Inspectors performing duties under this Procedure, whether employees or subcontractors of the Inspection Agency, shall perform the inspections under the direct supervision of the registered Professional-in-charge.

3.1. FIRE PROTECTION INSPECTOR

Any employee or subcontractor of the Inspection Agency performing Fire Protection inspection duties under this Procedure shall demonstrate possession of any of the four combinations of knowledge, certification and experience listed in the following table:

| FIRE PROTECTION INSPECTOR QUALIFICATION CRITERIA | COMBINATION 1 | COMBINATION 2 | COMBINATION 3 | COMBINATION 4 |
|---|----------------------|----------------------|----------------------|----------------------|
| Demonstrated knowledge of the D.C. Building Code and other sections of the D.C. Construction Codes and NFPA Standards pertinent to the systems and devices under inspection, including its administrative provisions | ✓ | ✓ | ✓ | ✓ |
| Certified NCPCCI Fire Protection Inspector | ✓ | | | |
| Minimum of (2) years of documented experience in code compliance inspection of Fire Protection systems in a jurisdiction using any of the national model codes | ✓ | | | |
| Minimum of four (4) years of documented experience in code compliance inspection of Fire Protection systems in a jurisdiction using any of the national model codes | | ✓ | | |
| Minimum of three (3) years of documented experience in design of Fire Protection systems under the direction of a registered professional engineer | | | ✓ | |
| Minimum of two (2) years of documented experience in design of Fire Protection systems at the level of engineer-in-training (EIT) or higher | | | | ✓ |

FULL SCOPE OF CONSTRUCTION INSPECTION

To the extent that the items that follow are part of the scope of construction, as depicted or specified on the permit application documents, at least the following features and provisions shall be subject to inspection performed by the third-party agent or agency.

Site inspection

- ☐ Approved plans on site
- ☐ Necessary permit(s)
- ☐ Sidewalk protection
- ☐ Construction site fencing

Footing inspection

- ☐ Approved plans and permit on site
- ☐ Dry and solid soil forming trench
- ☐ Bulkhead(s) installed per construction standards
- ☐ Width and depth of footing trench
- ☐ Placement of grade pegs
- ☐ Steel reinforcement bars, when required

Location of exterior walls

- ☐ Wall survey performed by Surveyor recognized by the DC Surveyor's Office

Structural concrete inspection

- ☐ Cable drawings
(for post-tension structural slabs and beams)
- ☐ Form and reinforcing steel, in place and secure
- ☐ Shoring
- ☐ Forms and steel placement
- ☐ Concrete placement
- ☐ Performance standard
- ☐ Concrete report
- ☐ Certification
- ☐ Stress report (post tension concrete)
- ☐ Support removal
- ☐ Joints (in slabs and/or walls)
- ☐ Perimeter insulation (slabs)
- ☐ Waterproofing
- ☐ Grade beams
- ☐ Bracing
- ☐ Backfilling

Non-structural concrete inspection

- ☐ Completion of form(s)
- ☐ Placement of reinforcing mesh
- ☐ Protection
- ☐ Joints (in slabs and/or walls)

Precast concrete inspection

- ☐ Approved plans on site
- ☐ Letter of certification
- ☐ Concrete reports (floor systems poured on site)
- ☐ Connection

Masonry inspection

- ☐ Column schedule
- ☐ Bonding
- ☐ Openings and penetrations (walls)
- ☐ Lintels (walls)
- ☐ Bearing
- ☐ Shoring and forms (reinforced masonry)
- ☐ Steel placement (reinforced masonry)
- ☐ Bearing
- ☐ Anchorage
- ☐ Weep holes (walls)
- ☐ Parging (walls)
- ☐ Steel placement (reinforced masonry)
- ☐ Backfilling (walls)
- ☐ Drainage system installation (walls)

Wood construction inspection

- ☐ Approved plans and permit(s) on site
- ☐ Material
- ☐ Cutting and notching
- ☐ Fastening

Structural steel inspection

- ☐ Reports submitted to BID by DC licensed Structural Engineer
- ☐ Materials
- ☐ Connections
- ☐ Bearing plates
- ☐ Columns
- ☐ Joists
- ☐ Girders and beams
- ☐ Decking
- ☐ Steel placement
- ☐ Torque and tightening methods
- ☐ Fire proofing

Framing inspection

- ☐ Approved plan(s) on site
- ☐ Materials
- ☐ Bridging
- ☐ Headers
- ☐ Beams
- ☐ Columns
- ☐ Sub-flooring

- ☐ Floor joists
- ☐ Clearances
- ☐ Firestopping
- ☐ Ductwork
- ☐ Sleepers
- ☐ Spans

Frame walls

- ☐ Materials
- ☐ Studdings
- ☐ Bearing wall framing
- ☐ Bracing
- ☐ Headers and lintels
- ☐ Firestopping
- ☐ Fasteners and connections
- ☐ Clearances
- ☐ Openings
- ☐ Pipes and ducts

Roof

- ☐ Truss
- ☐ Assembly
- ☐ Ceiling joists

Frame

- ☐ Slope
- ☐ Materials
- ☐ Bracing
- ☐ Ceiling joists
- ☐ Span

Roof covering inspection

- ☐ Flashing
- ☐ Drip line
- ☐ Covering

Deck

- ☐ Approved plans on site
- ☐ Material
- ☐ Footings
- ☐ Railing
- ☐ Steps

Insulation inspection

- ☐ Materials
- ☐ Insulation

Fireplace inspection

- ☐ Prefabricated
- ☐ Approved plans on site
- ☐ UL/FM label

- ☐ Firestopping
- ☐ Chimney clearance

Construction on site

- ☐ Approved plans on site
- ☐ Footing
- ☐ Fire box
- ☐ Damper
- ☐ Flue liner
- ☐ Chimney clearance
- ☐ Hearth

Retaining wall inspection

- ☐ Approved plans on site
- ☐ Materials
- ☐ Location
- ☐ Footing
- ☐ Weepholes
- ☐ Backfill
- ☐ Guard rails
- ☐ Bearing

Final building inspection

- ☐ Approved plans on site
- ☐ Approvals of prior required inspections
- ☐ Completion of work
- ☐ Removal of temporary structures
- ☐ Fire protection system

FULL SCOPE OF MECHANICAL INSPECTIONS

To the extent that the items that follow are part of the scope of construction, as depicted or specified on the permit application documents, at least the following features and provisions shall be the subject to inspection performed by the third-party agent or agency.

PROTECTION OF STRUCTURAL MEMBERS AND PENETRATIONS

- ☐ Layout of forced air system ductwork
- ☐ Protection of duct penetrations of fire resistance rated walls and floors
- ☐ Protection of penetrations of fire resistance rated walls and floors by gas piping systems.

LOCATION OF EQUIPMENT

- ☐ Ensure compliance with approved plans and manufacturer's installation instructions
- ☐ Hazardous/prohibited locations
- ☐ Fuel burning equipment location in garages
- ☐ Protection from physical damage (minimum height a.f.f.)
- ☐ Access for maintenance

PIPING

- ☐ Ensure compliance with approved plans and approved materials
- ☐ Piping materials
- ☐ Piping support and bracing
- ☐ Spacing

VENTILATION

- ☐ Ensure compliance with approved plans and equipment specifications
- ☐ Mechanical ventilation air supply rates
- ☐ Mechanical ventilation outdoor air rates provided
- ☐ Equipment vs approved schedules
- ☐ Public garage ventilation provisions
- ☐ Ventilation of special spaces
 - ☐ Equipment rooms
 - ☐ Elevator machine rooms
 - ☐ Elevator hoistways
- ☐ Installation of duct smoke detectors in mechanical systems

EXHAUST SYSTEMS

- ☐ Ensure compliance with approved plans and manufacturer's installation instructions
- ☐ Layout of commercial kitchen grease exhaust duct systems
- ☐ Hood type and size
- ☐ Duct size
- ☐ Duct suppression system
- ☐ Cleanout location and spacing
- ☐ Make-up air provisions

- ☐ Schedules of commercial kitchen exhaust fans
- ☐ Layout of hazardous exhaust systems
- ☐ Duct materials
- ☐ Suppression systems
- ☐ Layout of smoke management systems

DUCT SYSTEMS

- ☐ Design, layout and riser diagrams of forced air system ductwork
- ☐ System smoke detection provisions
- ☐ System control
- ☐ Fire dampers and smoke dampers

COMBUSTION AIR PROVISIONS

- ☐ Rating of fuel burning appliances
- ☐ Inside air/ Outdoor air provisions
- ☐ Combustion air ducts and/or vent sizes
- ☐ Outdoor air intake provisions
- ☐ Direct-vented appliance requirements
- ☐ Listed fireplaces and inserts

CHIMNEYS AND VENTS

- ☐ Type of vented appliances
- ☐ Type of chimney
- ☐ Adequate for the type of vented appliance
- ☐ Breaching
- ☐ Multi-story venting of fuel burning appliances
- ☐ Clearances to combustibles
- ☐ Clearance reduction features
- ☐ Chimney termination point
- ☐ Clearances to roof and structures
- ☐ Clearances to vents and intakes

BOILERS, WATER HEATERS & PRESSURE VESSELS

- ☐ Rating of boilers and HWH
- ☐ Means of egress from boiler rooms
- ☐ Separation of boiler rooms
 - ☐ Fire rating of walls and floor assemblies
 - ☐ Separation from storage
 - ☐ Fire suppression provisions

REFRIGERATION SYSTEMS

- ☐ Types of refrigerants
- ☐ Ventilation of Machinery Rooms
 - ☐ Monitoring devices
 - ☐ Ventilation provisions

- ☐ Construction of machinery rooms
 - ☐ Fire rating of walls and floor assemblies
 - ☐ Exit discharge

FUEL GAS SYSTEMS

- ☐ Layout of appliances and risers of gas distribution piping systems and fuel burning equipment

FULL SCOPE OF ELECTRICAL INSPECTIONS

To the extent that the items that follow are part of the scope of construction, as depicted or specified on the permit application documents, at least the following features and provisions shall be the subject to inspection performed by the third-party agent or agency.

GENERAL

- ☐ Use Group of building
- ☐ Building permit and approved plans on site
- ☐ Electrical permit on site

GENERAL LIGHTING AND POWER REQUIREMENTS

- ☐ General lighting outlets and fixtures
- ☐ Means of Egress lighting
- ☐ General utility outlets
- ☐ GFCI type outlets
- ☐ Special equipment outlets
- ☐ Fire alarm devices
- ☐ Sprinkler supervisory and alarm devices

LOCATION OF ELECTRICAL EQUIPMENT

- ☐ Service Entrance
- ☐ Meter Location
- ☐ Dedicated Main Electrical Switch Gear/ Switch Board Room
- ☐ Location of electrical closets and load centers
- ☐ Protection from physical damage
- ☐ Accessibility of equipment
- ☐ Working clearances around equipment
- ☐ Guardrail protection around rooftop equipment

EQUIPMENT IN PARKING GARAGE

- ☐ 18-inch curb at the room entrance
- ☐ Protection from physical damage

WIRING METHOD

- ☐ Conduit Material
- ☐ Conduit bodies and fittings
- ☐ Conduit support and spacing
- ☐ Duct Banks, Wire Troughs and Cable Trays
- ☐ Pull Boxes and Junction Boxes
- ☐ Utility Boxes and Connectors

VENTILATION OF ELECTRICAL EQUIPMENT

- ☐ Switch Gear and Transformer Rooms
- ☐ Data Processing Power Equipment Room
- ☐ Battery Charger Room
- ☐ Elevator Machine Room

METHODS OF GROUNDING

- ☐ Short-Circuit Protection
- ☐ Grounding and Bonding of Switchboards, Panel Boards
- ☐ Motor Control Centers
- ☐ Motors, Generators and Transformers

EQUIPMENT SCHEDULES

- ☐ Check equipment against approved schedules
- ☐ Switch boards
- ☐ Panel boards
- ☐ Motor Control Centers
- ☐ Transformers
- ☐ Motors
- ☐ Generators
- ☐ Other HVAC equipment

ELECTRICAL POWER RISER AND SINGLE LINE DIAGRAM

- ☐ Power Distribution System

FIRE AND LIFE SAFETY SYSTEMS WIRING

- ☐ Automatic detectors and other Fire Alarm devices
- ☐ Means of Egress Lighting
- ☐ Exit Signage power
- ☐ Cabling for Computers, Security, Telecom, CCTV, MATV, PA and Intercom systems
- ☐ HVAC, Plumbing and Elevator loads

WIRING METHODS IN SPECIAL USE AND OCCUPANCY

- ☐ Hazardous locations
- ☐ Hospitals and other health care facilities
- ☐ Equipment in gas meter rooms
- ☐ Cold storage and Refrigerator rooms
- ☐ Disconnecting means for oil burning equipment
- ☐ Disconnecting means for elevator equipment
- ☐ Mechanical exhaust systems in kitchen, lavatories, bath and toilet room

FULL SCOPE OF PLUMBING INSPECTIONS

Inspections shall always verify substantial consistency between the installations and the approved plans. To the extent that the items that follow are part of the scope of construction, as depicted or specified on the approved permit application documents, at least the following features and provisions shall be the subject to inspection performed by the third-party agent or agency.

GENERAL

- ☐ Use Group of building
- ☐ Building permit and approved plans on site
- ☐ Plumbing installation permit on site
- ☐ Water and sewer public space excavation permits on site
- ☐ Verify master plumber's license and bonding status

DOMESTIC WATER SYSTEM

- ☐ Layout of water piping
 - ☐ Check piping materials
 - ☐ Check pipe sizes
 - ☐ Check piping location
 - ☐ Check insulation or heat tracing for piping in unheated spaces
 - ☐ Check protection of water distribution piping against puncturing
- ☐ Pressure test
- ☐ Protection of potable water supply
 - ☐ Check air gaps and air breaks
 - ☐ Check backflow protection of hose bibs
 - ☐ Check installation of reduced pressure backflow preventers
- ☐ Test reduced pressure backflow preventers
- ☐ Verify each building has separate service
- ☐ Check domestic water service line size

FIRE WATER SYSTEM

- ☐ Layout of fire service piping
 - ☐ Check piping materials
 - ☐ Check pipe sizes
 - ☐ Check piping location
 - ☐ Check insulation or heat tracing for piping in unheated spaces
 - ☐ Check protection of sprinkler distribution piping against puncturing
- ☐ Pressure test
- ☐ Protection of potable water supply
 - ☐ Check fire service check valve installation and location
- ☐ Verify each building has separate fire service
- ☐ Check fire service line size

SANITARY SEWER SYSTEM

- ☐ Layout of sanitary drainage piping
 - ☐ Check piping materials

- ☐ Check pipe sizes
- ☐ Check pitch of horizontal branches based on DFU load
- ☐ Check piping location
- ☐ Check insulation or heat tracing for piping in unheated spaces
- ☐ Pressure test
- ☐ Verify each building has separate sewer service
- ☐ Check building drain line size
- ☐ Check sanitary sewer line size
- ☐ Check sanitary sewer clean out locations

SANITARY VENT SYSTEM

- ☐ Check type of venting of individual fixtures and fixture groups
- ☐ Verify each trap is properly vented
- ☐ Check venting through roof of building drain
- ☐ Check vent stacks and stack vents

STORM WATER SEWER SYSTEM

- ☐ Layout of storm water drainage piping
- ☐ Check piping materials
- ☐ Check building drain and lateral sizes
- ☐ Check pitch of horizontal branches based on cumulative drainage area served
- ☐ Check leaders and downspout sizes
- ☐ Check piping location
- ☐ Check insulation or heat tracing for piping in unheated spaces
- ☐ Check roof drain overflow provisions
- ☐ Pressure test interior leaders
- ☐ Verify each building has separate storm sewer service

FUEL BURNING SYSTEMS

- ☐ Check working pressure of gas system (low pressure, 2-psi)
- ☐ Layout of water piping
- ☐ Check piping / tubing materials
- ☐ Check pipe / tubing sizes
- ☐ Check protection of gas piping against puncturing
- ☐ Check layout of risers and branches of gas distribution piping system, based on pressure of the system
- ☐ Pressure test piping system
- ☐ Location of appliances and risers of gas distribution piping systems and other fuel burning equipment.

SITE UTILITIES

- ☐ Verify depth of installation of underground water service line(s) (domestic and fire)
- ☐ Verify depth of installation of underground sewer(s) (sanitary and storm)
- ☐ Check connection and size of fire water service
- ☐ Check connection and size of fire water service
- ☐ Check location and type of yard fire hydrants

- ☐ Check water meter location
- ☐ Check connection and size of building sanitary sewer to public sewer system
- ☐ Check clean out or manhole at connection to public sewer system
- ☐ Check connection and size(s) of building storm drain(s) or sewer(s) to approved point of disposal
- ☐ Check clean out provisions or manhole at connection to approved point of disposal
- ☐ Check connection and size of gas service line
- ☐ Check shut off valve location on gas service line

PLUMBING FIXTURES

- ☐ Check mounting clearances to walls
- ☐ Check mounting clearances between fixtures
- ☐ Check floor clearances in front of fixtures
- ☐ Check size, location and venting of fixture traps
- ☐ Check size of waste and vent lines for each fixture
- ☐ Check size of cold and hot water lines and shut off valves for each fixture
- ☐ Verify installation, trap, venting and size of interceptors and floor drains
- ☐ Verify trap priming system for infrequently used fixtures

ACCESSIBILITY TO PERSONS WITH DISABILITIES

- ☐ Check plumbing facilities are on an accessible route, to the extent shown on the approved plans
- ☐ Check sufficient , accessible fixtures are provided, to the extent shown on the approved plans
- ☐ Check increased floor clearances in front and around accessible fixtures, to the extent shown on the approved plans
- ☐ Check encroachment between required floor clearances and other fixtures
- ☐ Check mounting heights of restroom and bathroom grab bars, controls and accessories

RESTAURANTS AND OTHER ASSEMBLY AND FOOD SERVICE ESTABLISHMENTS

- ☐ Check fixtures with indirect discharge
- ☐ Check air gaps and air breaks
- ☐ Check grease interceptor provisions, size, installation accessibility for maintenance and venting
- ☐ Verify ceiling protection of food preparation areas from overhead piping

SWIMMING POOLS

- ☐ Check recirculating water system
- ☐ Check pool water discharge connection
- ☐ Check pool distance from property lines
- ☐ Check air gap at water supply spout

SUMP PUMPS / SEWAGE EJECTORS

- ☐ Check installation of ejector(s) and pump(s)
- ☐ Verify pump capacity and head

- ☐ Verify redundancy of sanitary system ejectors
- ☐ Check installation of discharge line(s) and location of gate and check valves for each discharge line
- ☐ Check discharge lines piping materials and supports
- ☐ Verify sanitary sump pit has independent vent through roof

PIPING (GENERAL)

- ☐ Verify compliance with approved plans and approved materials
- ☐ Piping materials
- ☐ Check markings of piping systems
- ☐ Piping support and bracing
- ☐ Check spacing of supports

PROTECTION OF STRUCTURAL MEMBERS AND PENETRATIONS

- ☐ Protection of penetrations of fire resistance rated walls and floors by plumbing and gas piping systems.

LOCATION OF GAS APPLIANCES

- ☐ Verify compliance with approved plans and manufacturer's installation instructions
- ☐ Hazardous/prohibited locations
- ☐ Fuel burning equipment location in garages
- ☐ Protection from physical damage (minimum height a.f.f.)
- ☐ Access for maintenance

COMBUSTION AIR PROVISIONS

- ☐ Check rating of fuel burning appliances
- ☐ Inside air/ Outdoor air provisions
 - ☐ Check combustion air ducts and/or vent sizes
 - ☐ Check outdoor air intake provisions
 - ☐ Check direct-vented appliance requirements
 - ☐ Check venting provisions of listed fireplaces and inserts

CHIMNEYS AND VENTS

- ☐ Check type of vented appliances
- ☐ Type of chimney
- ☐ Verify adequacy for the type of vented appliance(s)
- ☐ Check breaching design and sizes
- ☐ Check multi-story venting of fuel burning appliances
- ☐ Check chimney termination point
- ☐ Clearances to roof and structures
- ☐ Clearances to vents and intakes

FULL SCOPE OF ELEVATOR INSPECTIONS

Inspections shall always verify substantial consistency between the installations and the approved plans. To the extent that the items that follow are part of the scope of construction, as depicted or specified on the approved permit application documents, at least the following features and provisions shall be the subject to inspection performed by the third-party agent or agency. Inspections shall be performed based on the following codes and standards editions:

- Building: D.C. Construction Codes-1999
- Elevator: ASME/ANSI A17.1-1993 and A17.1a-1994
- Electrical: NFPA 70-96, National Electrical Code, NEC-1996, as amended by 12G DCMR
- Accessibility: ANSI A117.1-86, as amended by 12A DCMR

GENERAL

- ☐ Use Group of building
- ☐ Building permit and approved plans on site
- ☐ Elevator installation permit on site
- ☐ Structural provisions to resist weight of elevator car and counterweight, and static and dynamic reaction forces.
- ☐ Measure mounting height of corridor call buttons and check for accessibility
- ☐ Check corridor call buttons design, arrangement and dimensions, for accessibility

ELEVATOR HOISTWAY CONSTRUCTION

- ☐ Check protrusions into interior surfaces of hoistway (construction and angle of beveled surfaces at top of beam ledge projections that exceed 2 inches)
- ☐ Check rating of elevator hoistway walls and hoistway doors as specified in door schedule
- ☐ Check fire resistance rating of the construction of the top of the hoistway (same rating as the hoistway enclosure)
- ☐ Check fire resistance rating of the construction of the bottom of the hoistway if not in-ground
- ☐ Vent at top of hoistway
- ☐ Check vent size (min. 3 SF/car or 3.5% of cross section of the hoistway)
- ☐ Check 2-hr rated enclosure of hoistway vent offset, from the shaft through the opening to the exterior
- ☐ Floor numbering inside the hoistway (min. 4 in. high digits)

ELEVATOR PIT

- ☐ Check door of access to pit
- ☐ Separate access door to the elevator pit
- ☐ Min. 30 in. wide and 6 ft high
- ☐ Door to swing clear of moving elevator equipment
- ☐ No access to non-authorized persons
- ☐ Ladder steps out of the elevator pit
- ☐ Hand grip for the pit ladder, reaching 42 inches above the pit door sill
- ☐ Pit floor
- ☐ Floor approximately level
- ☐ Cover on sump pit, level with pit floor
- ☐ Pit drainage
- ☐ Provisions to drain elevator pit (permanent drainage to approved point of disposal, if pit is subject to water infiltration)

- ☐ Check point of discharge of elevator sump pump and type of receptor
- ☐ Emergency stop switch for each elevator at point of access to the pit
- ☐ Check permanent electric lighting in the pit (dedicated elevator pit circuit)
- ☐ Check illumination levels (min. 5 ftc (54 lx) illumination at pit floor level)
- ☐ Check for GFI receptacle in the elevator pit (at least one 15A duplex receptacle)

ELEVATOR MACHINE ROOM

- ☐ Check rating of EMR enclosure (e.g., 2-hr rated enclosure if open to shaft communicating more than 3 levels)
- ☐ Check rating of EMR door to interior of building (typically 90 min or 45 min, based on EMR enclosure rating)
- ☐ Check elevator machine room door against rating specified on approved door schedule
- ☐ Elevator machine room next to or beneath a rated hoistway shaft: verify separation plate is at least equivalent to 0.06 inch (14 ga) sheet steel
- ☐ Check for emergency stop switch for each elevator in EMR
- ☐ Check permanent electric lighting in EMR (dedicated EMR circuit)
- ☐ Check illumination levels (min. 10 ftc (108 lx) illumination at EMR floor level)
- ☐ Check for GFI receptacle in EMR (at least one 15A duplex recept.)
- ☐ Verify min. 7 ft headroom above floor of top-of-hoistway EMR.
- ☐ Verify that only electrical, HVAC or other mechanical equipment directly related to the operation of the elevators is installed in the hoistway or in the EMR

VENTILATION AND COOLING OF ELEVATOR MACHINE ROOMS

- ☐ Installed Cooling Capacity: check against minimum cooling capacity recommended by manufacturer
- ☐ Ventilation Rate of Elevator Machine Room
- ☐ Absence of unrelated ventilation or mechanical equipment in the Elevator Machine Room

ELEVATOR MACHINERY SPACES

- ☐ Check for emergency stop switch for each elevator in elevator machinery spaces
- ☐ Check permanent electric lighting in elevator machinery spaces (dedicated EMR circuit)
- ☐ Check illumination levels (min. 10 ftc (108 lx) illumination at elevator machinery spaces floor level)
- ☐ Check for GFI receptacle in elevator machinery spaces (at least one 15A duplex recept.)
- ☐ Verify min. 42 in. headroom above floor of top-of-hoistway machinery spaces containing only sheaves
- ☐ Verify min. 54 in. headroom above floor of top-of-hoistway machinery spaces containing governors or other equipment besides sheaves

ELEVATOR EQUIPMENT (MISCEL.)

- ☐ Check location of speed governor
- ☐ Check code data plate (electric or hydraulic elevator)

ELEVATOR CAR

- ☐ Check type of elevator (e.g., passenger, freight Class A, Class B or Class C1 through C3) and rated load
- ☐ Measure net platform area of car and check against rated load and type of elevator

- ☐ Emergency rescue elevator in high rise: measure car interior dimensions and verify it will accommodate a 24"x76" cot in the horizontal position
- ☐ Measure elevator door clear width in the open position
- ☐ Verify capacity plate is permanently affixed inside each car
- ☐ Verify data plate is permanently affixed inside each car
- ☐ Freight elevators only: verify freight elevator required car sign(s) are permanently affixed inside the car
- ☐ Verify standard "no smoking" sign is permanently affixed inside each car
- ☐ Verify standard accident reporting contact emergency sign is permanently affixed inside each car
- ☐ Measure mounting height of car call buttons and check for accessibility
- ☐ Check car call buttons design, arrangement and dimensions, for accessibility
- ☐ Check car control panel design, arrangement and dimensions, for accessibility

ELEVATOR FIRE PROTECTION MEASURES

- ☐ Verify that, next to each sprinkler at top of hoistway(s), there is a heat detector that causes elevator shunt trip
- ☐ Verify that, next to each sprinkler in the EMR, there is a heat detector that causes elevator shunt trip
- ☐ Verify that there is a smoke detector in the EMR that initiates elevator recall
- ☐ Verify that there is a smoke detector in each elevator lobby that initiates elevator recall
- ☐ Check approved plans to verify whether elevator hoistway is sprinklered or if it is exempted
- ☐ Verify there is sprinkler protection at top of elevator hoistway (unless the project is exempted)
- ☐ Verify there is sprinkler protection at elevator pit. Check height above floor of pit.
- ☐ Verify there is sprinkler protection in elevator machine room
- ☐ Check elevators correctly recall to designated and to alternate level of Phase I recall
- ☐ Check for three-position (BYPASS-OFF-ON) key-operated switch at Phase I recall level
- ☐ Verify three-position (BYPASS-OFF-ON) key-operated switch operates properly
- ☐ Check for Phase II three-position (OFF-HOLD-ON) key-operated switch inside each car, in the operating panel
- ☐ Verify the Phase II three-position (OFF-HOLD-ON) key-operated switch inside each car operates properly
- ☐ Check that Phase II operating panel, inside each car, has "CALL CANCEL" button
- ☐ Verify Phase II "CALL CANCEL" button operates properly
- ☐ Verify that means of two-way conversation between the car and the EMR operates properly
- ☐ Verify that means of two-way conversation between the car and a point accessible to emergency personnel operates properly
- ☐ Verify there is an audible signaling device that is audible inside the car and outside the hoistway
- ☐ If elevator travel > 100 ft: check for at least one (1) audible signaling device on the car and one (1) audible device at the designated recall level.

- ☐ Check for Phase I illuminated visual device (logo conforming to Fig. 211.3a of ASME A-117.1) inside the car
- ☐ Verify Phase I recall is initiated ONLY by fire alarm smoke detectors in the EMR, hoistway or at elevator lobbies on the floors served by the elevator(s), or by Phase I switches
- ☐ Check layout of Phase I and Phase II operating panel, inside each car, for conformity with Figures 211.3a, 211.7(a) and 211.7(b) of ASME A-117.1

HYDRAULIC ELEVATORS

- ☐ Check for manual shut-off valve between hydraulic machine(s) and hydraulic jack(s) near machine(s) and outside hoistway
- ☐ Verify there is a check valve to hold the car when the pump stops
- ☐ Check for marked manual lowering valve
- ☐ Check installation of hydraulic plunger cylinder
- ☐ For roped-hydraulic cars: check number of hydraulic jacks and number of ropes per jack
- ☐ Check code data plate (hydraulic elevator)
- ☐ Check bottom car clearance
- ☐ Check top car clearance, with and without counting equipment projecting above the car top
- ☐ Check top clearance and bottom runby of counterweight
- ☐ Check top and bottom car runby is within allowable minimum and maximum

FULL SCOPE OF FIRE PROTECTION INSPECTIONS

Installation of fire protection systems, equipment and devices

– Underground fire service main and appurtenances.

- ☐ Testing of fire service water supply

– Automatic sprinkler systems at “close-in”:

- ☐ Automatic sprinkler system supply piping and valves.
- ☐ Standpipes and floor control assemblies.

– Fire alarm device installation at “close-in”:

- ☐ Location of fire alarm system devices mounting backboxes/bases.
- ☐ Sprinkler system valve and water flow supervisory devices.
- ☐ Standpipe valves and floor control assemblies supervisory devices.
- ☐ Location of fire alarm system control and annunciation panels
- ☐ Location of central control room.

– Automatic sprinkler systems at “final acceptance”:

- ☐ Location of sprinklers.
- ☐ Continuity of sprinkler system piping.
- ☐ Fire pump operation and supervision.

– Fire alarm device installation at “final acceptance”:

- ☐ Fire alarm device operation.
- ☐ Fire alarm annunciation.

– Installation of fire resistance rated opening protective devices or assemblies

- ☐ Fire dampers and smoke dampers
- ☐ Fire rated doors and shutters

Fire resistive construction and/or fireproofing.

- ☐ Sprayed-on fireproofing
- ☐ Integrity of rated masonry construction
- ☐ Fire walls and fire separation walls
- ☐ Fire resistance rated protection of Structural Steel

Means of egress

- ☐ Means of egress layout and protection
- ☐ Exit signs and stairway markings
- ☐ Means of egress door hardware
- ☐ Location of exit lights and emergency lighting.

Installation of other life safety related items.

- ☐ Installation of duct smoke detectors in mechanical systems
- ☐ Installation of Electrical systems, equipment and fixtures
- ☐ Protection of pipe and duct penetrations of fire resistance rated walls and floors
- ☐ Protection of penetrations of fire resistance rated walls and floors by plumbing and gas piping systems.

Layout and installation of gas distribution piping systems and fuel burning equipment.

Commercial kitchen automatic suppression systems.

Location of manual fire extinguishing equipment.

Functional tests of life safety related equipment, devices and systems.

- ☐ Operation of exit signs and emergency lighting with normal and emergency power.
- ☐ Operation of emergency generator and transfer switch.
- ☐ Activation and operation of smoke management systems.
- ☐ Operational testing of motorized dampers
- ☐ Operational testing of exhaust fans in Smoke Management systems
- ☐ Operational testing of other mechanical equipment part of the Smoke Management systems

Final acceptance tests of life safety related equipment, devices and systems.

- ☐ Acceptance testing of fire pumps
- ☐ Acceptance testing of emergency power systems
- ☐ Acceptance testing of Fire Alarm systems
- ☐ Acceptance testing of Smoke Management systems
- ☐ Acceptance testing of elevator recall and operation in fireman's service, phases 1 and 2.

APPENDIX A

STANDARD FORMAT LETTER OF NOTIFICATION TO DCRA OF ASSIGNMENT OF A PROJECT

(On Third Party Inspection Agency company letterhead)

[Date]

[Third Party Program Administrator's name]

[Title]

Building and Land Regulation Administration

941 N Capitol Street, NE, Suite 2000

Washington, DC 20002

Re: Notification of Contract as Third Party Inspection Agency

[Name of Project – Job # (BLRA file job number, if known)]

[Project Address]

Dear *[Mr./Ms.] [Program Administrator's name]*:

This is formal notice that *[name of third party inspection agency]* has been retained by the applicant, *[name of project owner]*, to provide *[inspection discipline, e.g., mechanical, fire protection, elevators]* code compliance inspection for the ongoing project at the above referenced address, under the Third Party Inspection Program of BLRA. As provided for in BLRA's third party program conditions, *[name of third party inspection agency]* will be acting as an agent for BLRA, under the provisions of the program for services rendered "at the option of the owner" and, as such, the cost of *[name of third party inspection agency]'s* inspections will be borne directly by the applicant.

The project consists of *[brief 1-2 line description of project]*, and the only inspection discipline involved is *[inspection discipline]*. Our inspector will provide full compliance *[inspection discipline]* inspection services for *[brief statement of scope, if not complete scope of inspections]* (of) this project. For the purposes of this contract, I will be the "registered professional-in-charge" and I will be submitting a notarized sworn affidavit stating that *[name of third party inspection agency]* and its inspectors will remain independent of conflict of interest, as required by the independence provisions of BLRA's program.

[Name of third party inspection agency] will send to BLRA, regularly, all inspection punch lists, with copy issued directly to *[name of project owner]*, as well as copies of any correspondence between *[name of third party inspection agency]* and the applicant or its design team that is relevant to the compliance inspection process, as provided for in BLRA's third party program conditions. When *[name of third party inspection agency]* determines that the plans have been appropriately revised and are deemed in compliance with the applicable relevant codes and regulations, *[name of third party inspection agency]* will so certify, in writing, to BLRA, with a "Recommendation to Approve" the *[inspection discipline]* inspection, and will so stamp the submitted sets of plans.

Sincerely,

(Original signature of professional-in-charge)

[Name of professional-in-charge of third party inspection agency]

[Name of third party inspection agency]

APPENDIX B

STANDARD FORMAT NOTIFICATION TO DCRA OF OFFICIAL INSPECTION AGENCY'S CONTACTS FOR THE PROJECT

(On company letterhead of the third party inspection agency)

[Date]

[Third party Program Administrator's name]

[Title]

Building and Land Regulation Administration

941 N Capitol Street, NE, Suite 2000

Washington, DC 20002

Re: Notification of Third Party Inspection Agency Contacts
[Name of Project – Job # (BLRA file job number, if known)]
[Project Address]

Dear *[Mr./Ms.] [Program Administrator's name]:*

This is to provide formal notification of the official points of contact with *[name of third party inspection agency]* as the third party *[inspection discipline, e.g., mechanical, fire protection, elevators]* inspection agency for the ongoing project at the above referenced address. For the purpose of contacting *[name of third party inspection agency]* in relation to the third party inspection of the project in reference, BLRA and the applicant, *[name of project owner]*, should address correspondence and communications to *[Name of professional-in-charge of third party inspection agency]*, to any of the following points of contact:

By mail: *[name of third party inspection agency]*
[mailing address of third party inspection agency]

Deliveries: *[name of third party inspection agency]*
[office delivery address of third party inspection agency]

Tele: *[Contact telephone number of third party inspection agency]*
Fax: *[Fax number of third party inspection agency]*
E-mail: *[E-mail address of professional-in-charge]*

[Name of third party inspection agency] acknowledges that all notices, inspection punch lists, transmittals and communications pertaining to the third party *[inspection discipline]* inspection program shall be in writing and that all communications with BLRA shall be addressed to the attention of the program Administrator using any of the following methods of contact:

By mail: Building and Land Regulation Administration
941 N Capitol Street, NE, Suite 2000
Washington, DC 20002

Deliveries: Building and Land Regulation Administration
941 N Capitol Street, NE, Suite 2000
Washington, DC 20002
attn.: BLRA/Office of the Administrator

Tele: (202) 442-4455
Fax: (202) 442-4863

For the record, for purposes of the third party *[inspection discipline]* inspection of the project in reference, the undersigned will be the “registered professional-in-charge.”

Sincerely,

(Original signature of professional-in-charge)

[Name of professional-in-charge of third party inspection agency]

[Name of third party inspection agency]

APPENDIX C

STANDARD FORMAT INSPECTION CERTIFICATION COVER LETTER

(On company letterhead of the third party inspection agency)

[Date]

[Third party Program Administrator's name]

[Title]

Building and Land Regulation Administration
941 N Capitol Street, NE, Suite 2000
Washington, DC 20002

Re: Certification of Third party Inspection Completion

[Name of Project – Job # (BLRA file job number, if known)]

[Project Address]

Dear *[Mr./Ms.] [Program Administrator's name]*:

The purpose of this letter is to provide formal certification of the results of the third party *[inspection discipline, e.g., mechanical, fire protection, elevators]* inspection performed by *[Name of third party inspection agency]* on the project in reference, under the Third party Inspection program of Building and Land Regulation Administration. Notification of *[Name of third party inspection agency]*'s involvement in the inspection of this project, pursuant to the requisites of the program, was made earlier by letter. You have been copied in all relevant correspondence between *[Name of third party inspection agency]* and the applicant's design professionals of record.

All requested revisions necessary to accomplish code compliance have been completed in the documents submitted with the permit application. The systems and/or construction features that *[Name of third party inspection agency]* inspected and is hereby certifying as code compliant have been so noted and initialed by *[Name of professional-in-charge of third party inspection agency]*, professional-in-charge of this third party inspection. The *[inspection discipline]* inspection is now completed, therefore, as *[name of third party inspection agency]*'s professional-in-charge of this third party inspection, I issued the attached certification, to be submitted with the four (4) corrected sets of plans. The scope of my certification is restricted to the *[inspection discipline]* code compliance inspection done on behalf of DCRA, an activity that was established under the Building and Land Regulation Administration Third party Inspection Program, pursuant to authority granted by 12 DCMR §108.1.

[Name of third party inspection agency]'s inspection of this project should not be construed as a due diligence survey or inspection of the installed systems or constructed features object of the inspection, which were inspected only for consistency with the approved plans and for compliance with the minimum requirements of the codes and regulations enforced by BLRA. Therefore, *[name of third party inspection agency]* does not claim to certify any portion of the design of the project, which is the sole responsibility of the various design professionals of record who sealed and signed the submitted plans as required by the D.C. Construction Codes.

Each corrected set has been marked, on the cover sheet of each set, with a facsimile of *[name of third party inspection agency]*'s stamp of recommendation of approval, titled "Third party Inspection Certification," as required under the program. The stamp of recommendation of approval is specific of the *[inspection discipline]* discipline. The scope of this inspection certification is defined by the Certification form appended to this letter.

Having completed the third party *[inspection discipline]* inspection of this project and recommended its APPROVAL, *[Name of third party inspection agency]* hereby requests that the

project be approved by BLRA staff, in reliance of the certification provided by *[Name of third party inspection agency]*, and that the respective final inspection approval be granted by the BLRA *[inspection discipline]* inspector.

Sincerely,

(Original signature of professional-in-charge)
[Name of professional-in-charge of third party inspection agency]
[Name of third party inspection agency]

Attachment: Certification Form

APPENDIX D

THIRD PARTY INSPECTION CERTIFICATION FORM

(See next sheet)

- Fill in all blanks not marked “optional.”**
- Check at least one check box in each group.**

**GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF CONSUMER AND REGULATORY AFFAIRS
BUILDING AND LAND REGULATION ADMINISTRATION**

THIRD PARTY INSPECTION CERTIFICATION

Project File Job Number: _____

Work Address: _____

Project Name (optional): _____

Third party Inspection Agency: _____

Discipline:

Name of Professional-in-charge: _____

Name of Inspector: _____

Date of Inspection: _____

- ☐ **Mechanical**
- ☐ **Plumbing**
- ☐ **Electrical**
- ☐ **Construction**
- ☐ **Fire**
- ☐ **Elevators**

CERTIFICATION

I, _____, professional-in-charge of the third party inspection activities performed by in the project identified above, hereby certify and attest under oath that the construction and installation of said project were inspected under my direct supervision, for conformance with the applicable requirements of the ☐ 1999 District of Columbia Construction Codes and/or of the ☐ District of Columbia Zoning Regulations. This certification includes the discipline(s) checked above. Unless limited to a specifically identified narrower scope, attached hereto, the systems and/or construction features covered by this certification are all those covered by the discipline(s) checked above. These systems and/or construction features were checked for conformance with the relevant codes and regulations and, in my professional opinion, are deemed to be compliant.

In reliance thereof, the inspection is recommended to be APPROVED.

Certified under my seal and signature on _____, 200__.

Name: _____, ☐ P.E., ☐ AIA
Professional-in-charge

SCOPE OF CERTIFICATION

- ☐ All inspections of checked disciplines
- ☐ Partial scope, per attached list

DISCLAIMER

The scope of this certification is restricted to the code and/or regulatory compliance inspection(s) performed by the Inspection Agency on behalf of DCRA, an activity that was established under the Building and Land Regulation Administration Third party Inspection Program. The systems and/or construction features were inspected only for consistency with the approved plans and for compliance with the minimum requirements of the codes and regulations enforced by BLRA. This certification is not to be construed as certification of any portion of the design or construction of the project and does not relieve the registered designer(s) of record and other parties of their responsibilities for the design or construction of the project.

Mail executed original certification to:

Administrator
Building and Land Regulation Administration
941 N Capitol Street, NE, Suite 2000
Washington, DC 20002

APPENDIX E

STANDARD FORMAT CERTIFICATION OF INSPECTION COMPLETION

(See next sheet)

- Fill in all blanks not marked “optional.”**
- Check at least one check box in each group.**

**DEPARTMENT OF CONSUMER AND REGULATORY AFFAIRS
BUILDING AND LAND REGULATION ADMINISTRATION**

THIRD PARTY INSPECTION COMPLETION CERTIFICATION

Project File Job Number: _____

Work Address: _____

Project Name (optional): _____

Third party Inspection Agency: _____

Discipline:

Name of Professional-in-charge: _____

☐ Mechanical

☐ Plumbing

☐ Electrical

☐ Construction

Name of Inspector: _____

☐ Elevators

Date of Final Inspection: _____

☐ Fire

CERTIFICATION

SCOPE OF CERTIFICATION

I, _____, professional-in-charge of the third party inspection activities performed by in the project identified above, hereby certify and attest under oath that the construction and installation of said project were inspected under my direct supervision, for conformance with the applicable requirements of the ☐ 1999 District of Columbia Construction Codes and/or of the ☐ District of Columbia Zoning Regulations. This certification includes the discipline(s) checked above. The inspected systems and/or construction features were checked for conformance with the relevant codes and regulations and, in my professional opinion, are deemed to be compliant and substantially completed.

In reliance thereof, the installation/construction is recommended to be APPROVED for the inspected discipline(s) and the corresponding final clearance for Certificate of Occupancy purposes is recommended.

Certified under my seal and signature on _____, 200 ____.

FINAL INSPECTION

DISCLAIMER

The scope of this certification is restricted to the code and/or regulatory compliance inspection(s) performed by the Inspection Agency on behalf of DCRA, an activity that was established under the Building and Land Regulation Administration Third party Inspection Program. The systems and/or construction features were inspected only for consistency with the approved plans and for compliance with the minimum requirements of the codes and regulations enforced by BLRA. This certification is not to be construed as certification of any portion of the design or construction of the project and does not relieve the registered designer(s) of record and other parties of their responsibilities for the design or construction of the project.

Mail executed original certification to:

Administrator
Building and Land Regulation Administration
941 N Capitol Street, NE, Suite 2000
Washington, DC 20002

Name: _____, ☐ P.E., ☐ AIA
Professional-in-charge